

BUILDING TRADES WORKER II

DEFINITION

Performs a variety of skilled tasks in the maintenance, renovation and repair of City Hall, Police Department, and Public Services Center; and performs related work as required.

This is a broad class which encompasses a variety of skilled mechanical and building trades work in the care and maintenance of buildings and equipment. This position requires qualified journey level work by an employee capable of performing effectively a variety of building maintenance, repair and small construction tasks. Work assignments are performed independent of close supervision and employee may provide on-site direction and instruction to lower level maintenance workers. Employee is expected to perform the full range of maintenance tasks as described in the Representative Duties; however, individual employee assignments at times may emphasize particular maintenance and trade areas including painting, electrical, carpentry, plumbing, water features, locksmith work, or air conditioning/heating systems maintenance. The primary task emphasis is on preventative maintenance rather than construction projects.

EQUIPMENT, METHODS & GUIDELINES

Use of Federal, State and local codes, policies, procedures and practices; various carpentry and maintenance tools; work in and around office and personnel while business is being conducted without disruption; City vehicles, telephone, various resource manuals. Knowledge of City building and zoning codes.

WORKING CONDITIONS

Interior and exterior maintenance of equipment, building fixtures, and all phases of structural maintenance. Work above and below ground level, and in confined spaces. Some outside work and traveling from one facility to another.

PHYSICAL DEMANDS

Demonstrate proficient eye/hand coordination to safely use hand and power tools; work alone as needed; handle chemicals; repeatedly stoop and bend. Ability to lift and carry equipment and tools. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to hear and smell.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Maintenance Supervisor.

Employee is responsible for performing work as directed and in accordance with work performance standards that reflect considerable knowledge of the skills, procedures and techniques common to the work assigned.

EXAMPLE OF DUTIES

Duties may include, but are not limited to the following:

Representative Duties: Individual employee assignments at times may encompass one or more of the Building Maintenance duties; however, employee is expected to perform the full range of duties described below:

Maintains records of work performed and materials used; orders materials needed for assigned projects; when directed to do so by the supervisor responds to emergency calls; and works with contractors on projects requiring cooperation and joint efforts of the contractor and City. These descriptions list the most common duties performed, but other closely related duties are also performed as assigned. The employee may be called to work during off-duty hours in emergency situations.

HVAC Duties: Operates, troubleshoots, and makes maintenance repairs to air conditioning, heating, and other stationary building equipment.

Electrical Duties: Installs, maintains and repairs a variety of electrical systems; installs electrical outlets, lines, switches, conduits, electronic equipment circuits, circuit breakers, voltage regulators and related electrical equipment; wires and maintains lighting and other circuits in various types of buildings; replaces light bulbs; maintains equipment and tools used.

Carpentry Duties: Makes general repairs to buildings; repairs, replaces and constructs framing for doors, walls, floors, roofing, windows, buildings and structures; replaces window glass; repairs and installs various types of wood cabinets, counters, and shelving; repairs stairways; installs wall board; maintains carpentry equipment and tools; initiates request for repair or replacement when necessary.

Painting Duties: Applies paints, varnishes and lacquers by using brushes, roller or spray equipment; prepares work by cleaning surfaces; patches, fills, tapes, tops textures and sands as required for painting; mixes paint; paints building exteriors and interiors; maintains painting equipment and tools; provides estimate on the time and materials required for jobs.

Plumbing Duties: Inspects, maintains, repairs, alters and installs plumbing systems and fixtures, including water, sewer and gas lines, faucets, sinks, valves, drains and other plumbing installations; clears clogged sewer and water lines; maintains plumbing equipment and tools.

Water Features Duties: Maintains, troubleshoots, repairs, alters, and installs pumps, valves, filters, time clocks, ceramic tile for fountains and lake.

Roofing Duties: Have knowledge of and does general repairs to roofs.

Flooring Duties: Have knowledge of and does general repairs to flooring.

Locksmith Duties: Installs and maintains a variety of locks including locks in doors.

Contacts and Relationships: The employee also has contact with City staff in clarifying work request. Establishes and maintains effective working relationships with outside vendors and contractors. Performs administrative work such as budget requests and contract management. Prepares written reports and makes presentations to department heads and supervisors.

QUALIFICATIONS

Knowledge of:

Considerable knowledge of practices, methods, material, tools and equipment of one or more of the building and mechanical trades; considerable knowledge of the occupational hazards and related safety precautions; some knowledge of applicable City and State codes, regulations, and safety requirements; knowledge of UCB, plumbing and electrical codes; skill in the use and care of tools, equipment, and materials required to perform the work.

Ability to:

Effectively use the tools and equipment common to work as described in Representative Duties; complete assignments independently; do manual labor--moderate to heavy lifting (up to 100 pounds), carrying, stooping, climbing, pushing, pulling, manual dexterity, prolonged periods of standing; understand and follow oral and written instructions; ability to establish and maintain effective working relationships with supervisors, co-workers, other City employees, and outside vendors and contractors; interpret contracts.

Work safely at heights using scaffolding, ladders, on rooftops and in confined spaces.

Work both indoors and outdoors. There is considerable physical activity involved with exposure to hazards associated with maintenance work.

Experience and Education

Any combination of experience, education and training that would likely provide

the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three or four years of considerable experience in building, construction, painting, HVAC, electrical, maintenance and repair work.

Education:

Completion of high school or its equivalent, or completion of a trade or vocational school. Training in electrical and HVAC systems is preferred.

License or Certificate

Possession of, or ability to obtain prior to employment, an appropriate California Driver's License and have a good driving record.

